

January 12, 2010

TO: Chief School Administrators - Nonpublic Schools

FROM: Robert J. Cicchino, Director  
Office of Fiscal Accountability and Compliance

SUBJECT: Criminal History Review Unit–Processing Unpaid Volunteers for Nonpublic Entities

<b>IMPORTANT UPDATE INFORMATION CONCERNING CRIMINAL HISTORY FINGERPRINTING PROCEDURES – PLEASE INFORM STAFF PERSONNEL RESPONSIBLE FOR PROCESSING THE BACKGROUND CHECKS OF THE UPDATED CHANGES TO THE PROCEDURES.</b>
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### **NONPUBLIC SCHOOL UNPAID VOLUNTEERS**

There has recently been a policy change as it pertains to the criminal history record checks for nonpublic school unpaid volunteers. The Department of Education will, upon request from the nonpublic school, process unpaid volunteers.

The procedures established within the Criminal History Review Unit for processing nonpublic unpaid volunteers will be the same as for public school volunteers. The fee for a state and federal criminal history record check will be \$26.00 payable to MorphoTrak and \$10.00 administrative fee plus \$1.00 convenience fee payable to the State of New Jersey. The nonpublic entity will provide the volunteer with the Universal form and the unpaid volunteer will schedule the appointment with MorphoTrak to have their fingerprint images LiveScanned. Please review attached MorphoTrak Universal Form Version 4.0 and instructions for completing that form; specifically, block #4 “Reason for Fingerprinting – insert **DOE Volunteer NP**. The state fingerprint image will not be retained for future notification should the volunteer be arrested subsequent to approval.

The nonpublic entity may have the unpaid volunteer go on-line to the department Web site at the following address: <http://www.nj.gov/education/educators/crimhist/>, click on [Epayment Criminal History Record Check](#) and select “New Administration Fee Payment Request.” Follow the instructions for completing the on-line payment process.

Upon receiving state and federal clearance, the unpaid volunteer will receive an approval letter with the blue seal of the State of New Jersey and the nonpublic entity will receive the computer printout sheets as is customary. If the unpaid volunteer is disqualified, the unpaid volunteer and nonpublic entity will be notified. The volunteer must immediately be removed from contact with the students.

RJC/CC/fingerprint nonpublic unpaid volunteers

c: Members, State Board of Education  
Commissioner Lucille E. Davy  
Deputy Commissioner Willa Spicer  
Assistant Commissioners  
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Nonpublic Advisory Committee  
Carl H. Carabelli